

Agenda Item Form

Agenda Date: 11/02/04

Districts Affected: N/A

Dept. Head/Contact Information: Human Resources, Terry A. Bond, (915) 541-4509

Type of Agenda Item:

- | | | |
|-----------------------------------------------------------|---------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☐ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☐ Other Source: _____

Legal:

- ☐ Legal Review Required Attorney Assigned (please scroll down): Lupe Martinez ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

Revision of the subject job spec. was requested by the City Manager to reflect organizational changes as well as salary trends of other cities. The proposed revision places all deputy city managers into one job classification.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary and benefits

Statutory or Citizen Concerns:

None anticipated

Departmental Concerns:

None anticipated

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Deputy City Manager** is hereby revised as specified in the duties and responsibilities attached hereto. The Code will remain **5869**. The Grade shall be **EX AA**.

PASSED AND APPROVED this 2nd day of November , 2004.

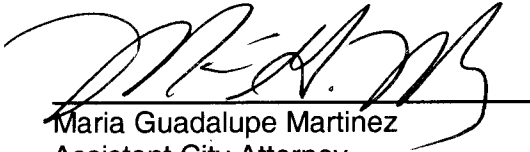
THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Maria Guadalupe Martinez
Assistant City Attorney

APPROVED AS TO CONTENT:

Terry A. Bond
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: October 28, 2004

By: _____
Secretary



Human Resources Department

MEMORANDUM

To: Civil Service Commission
Thru: Terry Bond, Human Resources Director *TB*
From: Classification and Compensation *als*
Date: October 25, 2004
Subject: Revised Job Class

Human Resources recommends Commission approval of the job classification item listed below. See attached proposed and strike-through versions of the specification.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
OFFICIAL	Deputy City Manager	5869	EX A
PROPOSED	Same	Same	EX AA

Revision of the subject job specification was requested by the City Manager to reflect organizational changes as well as salary trends of other cities. The proposed revision allows for the transfer of the general administrative duties performed by the Chief Financial Officer/Deputy City Manager to the Deputy City Manager job class. Additionally, the revision expands the minimum qualifications to include experience as a Deputy or Assistant City Manager as an alternate requirement.

The attached proposed job specification summarizing the primary duties, responsibilities, minimum qualifications, and other requirements of this job class was revised using the City's current style and format conventions and have been reviewed by the City Manager and Human Resources Director. Additional changes included minor wording edits, grammatical corrections, and signature line retitling. The proposed grade change shown above is warranted by the accountability inherent in the revision of the affected job class as well as external competitiveness considerations. Approval of this action will be the basis for the Commission to consider reclassification of the related positions and incumbents listed on the regular agenda for this meeting.

This recommendation is being made pursuant to:

Civil Service Rule 4, Classification, Section 4(a), Reclassification of Positions:

"The Commission or the Human Resources Director may investigate of its own accord or upon the request of a department head, any change in the duties and responsibilities of a position from those upon which it was originally classified. If it is found that the duties and responsibilities of the position have changed so significantly that the former classification is a substantially inaccurate description of the current duties and responsibilities, the Commission will request the Mayor to direct the Human Resources Director to place the position in its proper class and grade."

"A change in compensation applying to all positions of the same class and grade will not affect the seniority or other rights of those in the Civil Service. The Human Resources Director may at any time secure from the appointing authority, department heads or employees involved, statements of the duties and responsibilities of the position under review. The appointing authority, department heads and employees concerned will have an opportunity to be heard before the revised class is approved and to appeal to the Commission in accordance with Article VI, Section 6.13-4 of the Charter."

Attachments

Professional and Managerial Branch
General Administration Group
Administration Series

DEPUTY CITY MANAGER

10/04 (AIS)

General Purpose Summary

Under administrative direction, coordinate executive management and administration direct the activities and operations of an assigned setgroup of City public and internal operations and services departments to optimizedepartments in areas such as public works, or quality of life, to maximize service delivery, productivity improvement and cost effectiveness; as well as provide highly responsible and complex administrative management in support of City managementgovernment.

Typical Duties

Generally plan, develop, organize, implement, direct and control policies and strategies of such designated operations and services as administrative support, infrastructure and development, or quality of life through subordinate department heads. Direct and oversee operations and development of assigned departments within the City. Involves: Consult with and provide guidance to department heads concerning organizational, operational, financial and budgetary goals, objectives and problems. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. Assess and monitor workload, and administrative and support systems of assigned departments. DirectOversee research, procedural, administrative and managerial studies, and the preparation of reports embodying proposed or recommended courses of action. Identify opportunities for improvement and oversee implementation of changes. Coordinate inter-departmental activities by delineating responsibilities, organizing cooperative ventures and monitoring the collective performance of the departments managed and interested non-City agencies involved. Remain abreast of changes in federal, state or local laws or regulations concerning affecting department operations. Ensure compliance with new or revised regulations.

Generally Provide administrative management administration of assigned departments support to City management. Involves: Assist and advise City mManagementr and elected officials on operations, policy and budget development. Represent the City to management staffs of other department groups, elected officials, outside agencies and the public. Explain, justify and champion defend the programs, policies and activities of assigned departments, and negotiate and resolve sensitive, significant and controversial issues. ConferMeet and correspond with citizen, governmental and professional groups to secure their support for City activities. Identify and report on questions of interdepartmental procedures or interpretation of responsibility interpretation issues or questions. Develop long range programs in response to long range or emergency municipal operations programs.

Provide administrative direction and sSupervise assigned personnel as a senior appointing officer. Involves: Schedule work to expedite flow and balance loads. aAssign duties, and issue written and oral instructions. instruct; guide and cCheck work for service effectiveness, quality and quantity acceptability, and policy and procedural conformance. Guide subordinates to overcome difficulties encountered, correct errors and rectify complaints. Appraise employee performance of direct reports and review employee ratings by subordinates. Coach to motivate competency improvement and career advancement. Arrange for or conduct internal orientation, job training, and employee development activities. Provide for training and development. Enforce personnel rules and regulations, and conduct courtesy, attendance, safety and appearance standards. Maintain harmony among employees and resolve appealed grievances internally. work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview and hire applicants. Commend, adjust pay of, Recommend hiring, termination, transfers, discipline, and terminate merit pay or other employees status changes. Realign organizational sStructures organizations, realign functions, and change for improved efficiency including staffing levels and job designs.

Perform related incidental executive duties contributing to realization of City goals professional administrative duties as necessaryrequired. Includes: Personally carry out key professional and managerial functions usually delegated to others as qualified to maintain continuity of essential operations and services of department group if necessary. Provide designated support for miscellaneous projects or temporary activities overseen by City officials as instructed. Engage in activities associated with training and orientation of less knowledgeable coworkers upon request, and in designated professional development assignments under general directions. Serve on ad hoc or regular committees, or lead or participate in meetings to represent departments managed or the City. Conduct special and recurring studies, and prepare and present persuasive reports and recommendations containing technical data and cost estimates affecting activities of departments managed for review by City officials and other executives. Maintain awareness of occupationally related technological and conceptual developments. Oversee manual or automated maintenance of department group activity or status records.

Knowledge, Skills and Abilities

Comprehensive knowledge of generally accepted policies, practices and procedures in public sector administration and operations, including budgetary development and control practices, human resource management, planning, and program development, and/or modern centralized and decentralized financing and business management theories and methods applied to metropolitan municipal government.

- Comprehensive knowledge of customer service/ or public relations methods, policies and practices, including customer service performance assessment and negotiation strategies.
- Considerable knowledge of federal, state and local laws related to municipal operations, including accessibility legislation, records management regulations, and the Texas Freedom of Information Act.
- Good knowledge of computer hardware, software and peripherals related to a wide range of municipal management operations.
- Ability to interpret quantitative and qualitative information dealing with complex abstract and concrete variables to identify, analyze, and solve practical management problems of considerable difficulty.
- Ability to plan, coordinate planning, development, organization, management, and administration of complex operational and service programs and projects, schedule, and administer complex services and project management.
- Ability to establish and maintain effective working relationships with coworkers, officials, regulatory agencies, and the general public.
- Ability to provide clear and concise oral and written communication to persuade, negotiate and resolve differences of opinion or interpretation.

☐ Ability to maintain confidentiality and exercise discretion.

- Skill in safe operation and care of personal computer or network workstation including generic business productivity and specialized software.

Other Job Characteristics

- ☐ Subject to working extended hours as an executive reporting to the City Manager.
- ☐ Regular out of town travel for professional conferences and meetings with government officials.
- Occasional driving through City traffic.

Minimum Qualifications

Education and Experience: Equivalent to an accredited Master's degree in public or business administration, or a field related to the area of assignment, plus and five (5) years of professional administrative experience managing as a division or Deputy or Assistant City Manager in a smaller jurisdiction, or department director or division head in an equal or larger jurisdiction, related to the area of assignment in a large, customer-oriented organization.

Licenses and Certifications: None.

Special Requirements:

- Reside within the city limits of El Paso, Texas in accordance with City Charter.
 - Subject to work extended hours as an executive reporting to the City Manager.
- Regular out of town travel for professional conferences and meetings with government officials.

Human Resources Director

City Manager/Department Head

Professional and Managerial Branch
General Administration Group
Administration Series

DEPUTY CITY MANAGER

10/04 (AIS)

General Purpose

Under administrative direction, coordinate executive management and administration of an assigned group of City public and internal operations and services departments to optimize service delivery, productivity improvement and cost effectiveness, as well as provide highly responsible and complex administrative management in support of City government.

Typical Duties

Generally plan, develop, organize, implement, direct and control policies and strategies of such designated operations and services as administrative support, infrastructure and development, or quality of life through subordinate department heads. Involves: Consult with and provide guidance to department heads concerning organizational, operational, financial and budgetary goals, objectives and problems. Monitor and evaluate efficiency and effectiveness of service delivery methods and procedures. Assess and monitor workload, and administrative and support systems of assigned departments. Oversee research, procedural, administrative and managerial studies, and the preparation of reports embodying proposed or recommended courses of action. Identify opportunities for improvement and oversee implementation of changes. Coordinate inter-departmental activities by delineating responsibilities, organizing cooperative ventures and monitoring collective performance of departments managed and interested non-City agencies. Remain abreast of changes in federal, state or local laws or regulations concerning affecting department operations. Ensure compliance with new or revised regulations.

Generally manage administration of assigned departments. Involves: Assist and advise City Manager and elected officials on operations, policy and budget development. Represent the City to management staffs of other department groups, elected officials, outside agencies and the public. Explain, justify and champion programs, policies and activities of assigned departments, and negotiate and resolve sensitive, significant and controversial issues. Confer and correspond with citizen, governmental and professional groups to secure their support for City activities. Identify and report on interdepartmental procedure or responsibility interpretation issues or questions. Develop long range or emergency municipal operations programs.

Supervise assigned personnel as a senior appointing officer. Involves: Schedule work to expedite flow and balance loads. Assign duties, and issue written and oral instructions. Check work for service effectiveness, quality and quantity acceptability, and policy and procedural conformance. Guide subordinates to overcome difficulties encountered, correct errors and rectify complaints. Appraise performance of direct reports and review employee ratings by subordinates. Coach to motivate competency improvement and career advancement. Arrange for or conduct internal orientation, job training, and employee development activities. Enforce personnel rules and regulations, and conduct, courtesy, attendance, safety and appearance standards. Maintain harmony among employees and resolve appealed grievances internally. Interview and hire applicants. Commend, adjust pay of, transfer, discipline and terminate employees. Structure organizations, realign functions, and change staffing levels and job designs.

Perform related incidental executive duties contributing to realization of City goals as required. Includes: Personally carry out key professional and managerial functions usually delegated to others as qualified to maintain continuity of essential operations and services of department group if necessary. Provide designated support for miscellaneous projects or temporary activities overseen by City officials as instructed. Engage in activities associated with training and orientation of less knowledgeable coworkers upon request, and in designated professional development assignments under general directions. Serve on ad hoc or regular committees, or lead or participate in meetings to represent departments managed or the City. Conduct special and recurring studies, and prepare and present persuasive reports and recommendations containing technical data and cost estimates affecting activities of departments managed for review by City officials and other executives. Maintain awareness of occupationally related technological and conceptual developments. Oversee manual or automated maintenance of department group activity or status records.

Knowledge, Skills and Abilities

- Comprehensive knowledge of generally accepted policies, practices and procedures in public sector administration and operations, including budgetary development and control practices, human resource management, planning, program development, and/or modern centralized and decentralized financing and business management theories and methods applied to metropolitan municipal government.
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- Ability to establish and maintain effective working relationships with coworkers, officials, regulatory agencies, and the public.
- Ability to provide clear and concise oral and written communication to persuade, negotiate and resolve differences of opinion or interpretation.
- Ability to maintain confidentiality and exercise discretion.
- Skill in safe operation and care of personal computer or network workstation, including generic business productivity and specialized software.

Minimum Qualifications

Education and Experience: Equivalent to an accredited Master's degree in public or business administration, or a field related to area of assignment, plus five (5) years professional administrative experience as a Deputy or Assistant City Manager in a smaller jurisdiction, or department director or division head in an equal or larger jurisdiction.

Licenses and Certifications: None

Special Requirements:

- Reside within the city limits of El Paso, Texas in accordance with City Charter.
- Subject to work extended hours as an executive reporting to the City Manager.
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Human Resources Director


City Manager